



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY

CONTRACTS AND PROCUREMENT ADMINISTRATION



July 26, 2004

REMAINING QUESTIONS ASKED AT THE PRE-PROPOSAL CONFERENCE  
ON TUESDAY, JUNE 29, 2004 AND THEIR ASSOCIATED ANSWERS

1) *Clarify the OCTO technical requirements and the Seebeyond Compliant Level 3?*

**CFSA Response:** In an effort to clarify the OCTO requirements, it should be known that the main thrust of the OCTO requirements is to ensure that the .NET implementation of FACES is compatible with the overall Citywide enterprise architecture. Additionally, the layered approach outlined in Section C.3.6.3 of the RFP, is intended to ensure an industry standard method of implementing web based systems using an n-tiered architecture. The ultimate goal of the standards is to make the .NET implementation of FACES more maintenance friendly and more manageable in relation to the service oriented architecture envisioned in the District. The only requirement for Seebeyond Compliance is to provide connectivity at the database level.

2) *How many reports are requested each month? How many of them are added to the set maintained as standard reports. How large is the set of standard reports that are maintained from month-to-month? What will be required in terms of reports?*

**CFSA Response:** During the last two months the average number of report requests has been 19 new reports and 27 modifications to existing reports. During the same time period of these report requests, approximately 25 have been added to the set of maintained standard reports in the last two months for an average of 12 per month. There are approximately 830 total available reports. The total of 830 available reports has approximately 530 reports that are currently online and active providing for the set of standard reports that are maintained from month-to-month to be approximately 530. In terms of reports, the expectation is that while the number of report requests may slowly decline over the very long term simply because the number of available reports would increase over time. The larger number of available reports would reduce the long-term need to create new reports. However, due to the nature of the ever-changing Child Welfare environment, CFSA would expect the reporting requirements to remain at or near the current levels.

3) *What provisions are being made for a transition phase to a new Contractor for client-server support? Will there be a transition period for the incumbent provider? How will the staff work with the new Contractor and will this impact the types and numbers of staff the new Contractor will need to bid during the transition period?*

**CFSA Response:** The provisions that are being made for a transition phase to a new Contractor for client-server support include but are not limited to a 60 day transition period for any vendor replacing the incumbent provider. For any new Contractor, there would be a transition period where the incumbent provider would work with the new Contractor to accomplish a satisfactory transition for client-server support. Staff would work with any new Contractor to ensure a smooth transition including transfer of knowledge, data and responsibility for client-server support. The number of staff any new Contractor would need to bid during any transition period shall be at the discretion of that Contractor.

4) ***What was the team size for the migration and adaptation of FACES from West Virginia to the District? What was the maintenance effort when the system came from West Virginia?***

**CFSA Response:** The earliest date from which CFSA maintains this level of effort information is January 31, 2001. At that time the team size for adaptation and the maintenance effort included employees from both CFSA and the implementing vendor.

There were twenty-four (24) CFSA staff employees that consisted of one (1) Full Time Employee (FTE) Project Manager, five (5) FTE Functional Team Leads, twelve (12) FTE FACES Analysts and six (6) FTE Technical Support Technicians.

There were twenty-seven (27) Contractor staff employees that consisted of one (1) FTE Project Manager, two (2) Administrative Assistants, five (5) FTE Functional/Technical Team Leads, one (1) FTE Database Administrator, eleven (11) FTE Developers, two (2) FTE Trainers and five (5) Network Specialist.

5) ***What is the development environment and process used for FACES enhancements?***

**CFSA Response:** The development environment for current FACES enhancements is:

Oracle 9i Database

Powersoft's Powerbuilder Enterprise/32 Version 6.5.1 by Sybase for front end GUI

COBOL MF Express 2.2

Unix Operating System 11i

Crystal Reports version 7

Citrix software XP Metaframe

Windows NT/2000

Microsoft Office Suite 97

UNIQ Scheduler Version 4

GroupWise 6.0.3

Robo Help Office 9 (2002)

Attachmate Extra Version 6.5

The current network configuration consists of approximately:

1200 workstations

11 file servers

3 HPUNIX application servers

1 Production Server RP5417

1 Failover Server K460

1 Development Server D370

Approximately 50 printers

The current development process for FACES enhancements entails:

End User Functional Analysis sessions

Detailed Analysis and Design sessions

Application Development including data and bug corrections

Quality Assurance Testing including Unit Testing, System Testing, Acceptance Testing, Integration Testing and finally a version build into Production.

6) ***Please clarify the First Source Agreement?***

**CFSA Response:** The District of Columbia requires all organizations with contracts with the District with a value of \$100,000 or more to enter into a First Source Agreement with the District of Columbia Department of Employment Services. The purpose of this agreement is to make sure that District residents, who are qualified for a new position, be given priority for any new jobs created as a result of the contract. The agreement requires 51 percent of new hires to be qualified District residents.

7) ***How does the requirement for publicly audited accounts apply to partnerships?***

**CFSA Response:** The requirement for publicly audited accounts is applied to the partnerships by ensuring compliance with the requirements for the establishment and maintenance of all records, financial records, supporting documents, statistical records and other documents (including electronic storage media) as specified in Section I.1 – Audits, Records and Record Retention.

8) ***Does the requirement in Section L.9.1 that Offerors propose a firm-fixed price cover everything? For example, does it cover areas needing further development?***

**CFSA Response:** Yes, the requirement in Section L.9.1 that Offerors propose a firm-fixed-price does cover everything. Yes, the firm-fixed-price covers any areas needing further development.

9) ***How many contracts will be awarded?***

**CFSA Response:** It is the intent of CFSA to award one or two contracts resulting from this RFP. CFSA may choose to award two contracts: (1) one contract to provide maintenance and support of the current client-server FACES and (2) one contract for Implementation, Warranty, Maintenance and Support for FACES.NET

OR

CFSA may choose to award one contract to provide the combined services of (1) and (2) as described above.

10) ***If CFSA chooses to award two contracts, (1) one contract to provide maintenance and support of the current client-server FACES and (2) one contract for Implementation, Warranty, Maintenance and Support for FACES.NET, will an Offeror's combined proposal to perform both services be evaluated separately or must the Offeror submit two or more separate proposals to perform each service?***

**CFSA Response:** No, an Offeror's combined proposal to perform both services as described above shall not be evaluated separately should CFSA choose to award multiple contracts. Offerors must submit separate proposals to have them evaluated separately.

Offerors may submit proposals to perform any of the combinations of services solicited: One separate proposal to perform each of the two (2) separate services described above equaling a total of **Two Separate Proposals**

OR

One separate proposal to perform the combined services as depicted in the RFP equaling a total of **One Separate Proposal**.

**CFSA Response:** Yes, CFSA has attached a copy of a sample invoice for your reference and convenience.